

Carbon County Library System

Volunteer Policy

The Carbon County Library System Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff; work on special projects; or deliver library materials to the homebound. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library customers.

Volunteer Rights

- Volunteers should be given clear and specific instructions
- Volunteers should be given training and a chance to learn and grow
- Volunteers should know why their efforts are important to the library
- Volunteers should feel that they, along with the paid staff, are part of a team
- Volunteers and library staff should agree upon the period of time for which a commitment is made

Volunteer Responsibilities

- Maintain confidentiality of all information pertaining to library customers
- Consider volunteering a serious commitment
- Be on time for work and follow through on any commitments made
- Follow job description and accept supervision
- Give adequate notice before terminating and the reason, if possible
- Represent the library in a positive manner

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Volunteers must be at least 14 years old.

Prospective volunteers are requested to fill out an application form and may be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

Volunteers may be required to pass a background check at the Director's discretion.